

AGENCY STRATEGIC PLAN

FOR THE FISCAL YEARS

2003 - 2007



**DEPARTMENT OF FINANCE AND ADMINISTRATION
MANAGEMENT SERVICES
&
DISBURSING OFFICER**

FUNCTIONAL AREA: CONSTITUTIONAL & ADMINISTRATIVE

AGENCY STRATEGIC PLAN APPROVAL FORM

FOR THE FISCAL YEARS

2003 - 2007

Dick Barclay
Director

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STRATEGIC PLAN

Agency Name	Department of Finance and Administration
Agency Mission Statement: To provide leadership and assistance to all state agencies in the administration of resources for the State of Arkansas.	

AGENCY GOAL 1:

To instill good management practices in Arkansas State Government and to provide the resources necessary to carry out the mission.

STRATEGIC PLAN

Agency Name		Department of Finance and Administration
Program		Management Services
Program Authorization		ACA 19-4-101 to 19-4-2004
Program Definition: Funds-Center Code: <u>XXX</u>		The Management Services Division consists of the Offices of Accounting, Budget, Personnel Management, Procurement and Intergovernmental Services. Other offices that play a major role are the Director’s Office, Office of Administrative Services, Office of Information Services, Office of Internal Audit, Criminal Detention, and Employee Benefits Division. These offices are charged with the responsibility of making certain that expenditures, use of property, purchases and use of personnel are carried out in accordance with the laws of the State. These offices also provide other agencies of State Government with services to assist them in meeting their primary goals and objectives.
AGENCY GOAL(S) #	1	
Anticipated Funding Sources for the Program:		General, Special, Federal, Cash

GOAL 1: (Sub-Funds Center Code: XXXGOAL1)

To provide assistance to the Governor, General Assembly and all state agencies to ensure the uniformity, accountability, and efficiency in the management of human and financial resources necessary to perform their missions.

OBJECTIVE 1: (Sub-Funds Center Code: XXXG1OBJ1)

To advise and assist all state agencies with their administrative processes and functions with a maximum level of satisfaction and efficiency.

STRATEGY 1: (Sub-Funds Center Code: XXA)

To provide direct support and services to agencies through offices of Accounting, Budget, Personnel, Procurement, Intergovernmental Services, Director's Office, Criminal Detention, Employee Benefits Division, Office of Information Services, Office of Internal Audit and Office of Administrative Services.

STRATEGY 2: (Sub-Funds Center Code: XXXB)

To administer non-agency specific appropriations consistent with legislation.

STRATEGY 3: (Sub-Funds Center Code: XXXC)

To administer holding accounts to assist agencies with unforeseen issues that arise between legislative sessions.